

### **Terms of Reference – Housing Panel**

The City of Mississauga is establishing a new Housing Panel (“the Panel”) comprised of stakeholders from across the housing continuum with expertise in housing development. The proposed composition is planned as follows:

- Mayor – ad hoc
- Council – three members
- developers (rental and ownership) active in Mississauga – three members
- BILD – one member
- rental housing industry groups – one member
- non-profit housing sector – one to two members
- construction industry group – one member
- land economic consultant – one member
- planning consultant – one member
- financial services industry – one member
- academic instructor – one member
- Regional Housing staff – one member

With the exception of Mayor and Council, City staff would identify and connect with potential panel members in each category.

The Panel is a group that provides advice to staff and a forum for vetting creative ideas and frank discussion. City staff will take comments provided by the Panel under advisement and will consider them in updating City planning processes and in recommendations made to Planning and Development Committee and Council.

#### 1.0 Mandate

The Panel will provide:

- Advice and feedback on key action items from the Housing Plan
- information sharing on innovative approaches that have been successful in other jurisdictions
- a forum to share data on development activity and process improvements
- informed insight from various sectors on how to provide greater coordination in the delivery of housing

The Panel will not approve policies, strategies or incentives or make policy decisions nor will it replace stakeholder engagement or statutory public consultation on implementation measures that may require amendments to legislation or City procedures.

#### 2.0 Operation of the Panel

2.1 It is anticipated that a Panel chair will be determined at the first meeting.

2.2 The Panel members are volunteers. No compensation shall be made to the Panel members for their participation.

- 2.3 Members commit to being part of the panel for a period of two years initially. One meeting per quarter is expected on average, with the actual frequency to vary based on the initiatives underway.
- 2.4 Sub-panels may be created as needed to address specific policy related matters and will report to the Panel.
- 2.5 City staff will be responsible for the operation of the Panel. Staff will arrange virtual and/or in person meeting venues, establish the agendas, serve as a resource and facilitate the meetings. Additional stakeholders may be invited to attend the meetings or vet specific initiatives when appropriate.
- 2.6 The role of the Chairperson is to preside over the discussions to ensure that matters brought forward before the Panel are considered in an equitable manner.
- 2.7 A staff representative will serve as Recording Secretary to send a reminder to the Panel members of the next meeting, topics of discussion, take meeting notes, record Panel comments, and to distribute meeting agendas and minutes in advance of the meetings.
- 2.8 Individual Panel members will not be identified in the meeting notes, although specific comments can be recorded without attribution.
- 2.9 Panel members will be asked to approve the draft meeting notes at the next Panel meeting and will have the opportunity to comment on the meeting notes at that time.